

# Platicamos-ARMA

## Northern New Mexico Chapter

Volume 3, Issue 10  
May 2002

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### Message from the President – Barb Ricci

We did it!! I am very proud of our accomplishments on the first annual Strategic Information Management Month (SIMM). The Northern New Mexico Chapter worked hard at recognizing and dedicating the entire month to numerous projects that pertained to Strategic Information Management and we succeeded. Thank you to all the members who participated in the events and who helped make SIMM a huge success.

We had three bodies of government recognize our efforts by Proclamation. They included the County of Los Alamos, the City of Espanola and the State of New Mexico. Our Secretary of State, Rebecca Vigil-Jiron, personally honored our Chapter with a state proclamation at our Spring Seminar. Thank you members for making the contacts and making this to happen.

Three Elementary Schools participated in our children's SIMM project. They included sixty-seven students from McCurdy Elementary in Española, Holy Cross Elementary School in Santa Cruz and Piñon Elementary in Santa Fe. Together we worked with their teachers that allowed the students to record a special event about a special person in their lives in a written report including a photo or drawing of the event. These fourth and fifth grade students did a great job and many selected a story about their grandparents. Their stories are a beautiful example of our culture, heritage and the love they have for their community and their loved ones. Future RIM professionals in the making! We will honor their efforts with a classroom pizza or ice cream social in early May and give them each a Participation Ribbon, a SIMM pin and one of our Chapter pins. As President, I will take a few minutes to promote the industry of records management and let them know just how special this assignment was and how successful they were in its completion. It is important to recognize our youth when they do something great, what an honor to be a part of this. Any member who would like to join us in the festivities, see article submitted in this newsletter called "*Honoring a Special Person*" for more information.

At our monthly meeting, our members in attendance had the opportunity to participate in a SIMM presentation given by myself on the importance of RIM professional becoming a "*Knowledge Partner*" with the IT and Management professionals to insure that the flow of company information is accurately pro-

(Continued on page 4)



SIMM Project

"Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes."

## **“Honoring a Special Person”**

**Submitted by Barb Ricci, President**

As a young girl growing up in Northern New Mexico, life seemed so simple and laid back in the early 1960's. There seemed to be enough time to visit family and friends and listen to the stories our parents would share with us on how they grew up. I enjoyed listening to my grandparents' stories of how my mother would get so upset because she had to do chores before she left to school and when she returned they would be waiting for her again. Life seemed so hard for her, after walking two miles up a hill and back while taking care of her younger siblings. Funny as that may sound the truth to this is that we spent time, sharing special moments. Writing down those special family memories are an archive and a part of my family's history. This can be passed on for generations if it is documented.

Nowadays, we find ourselves rushing to get things done, with little time to sit and talk and most importantly laugh with those you love most. And before we know it time has passed us by and those opportunities we once had may be gone.

Through a child's eyes, sixty-seven Northern New Mexico children shared a special moment with our Chapter. They learned how important it is to ask someone special about their life and they recorded it as part of a SIMM project. The stories they shared with us included:

*Sarah – 4<sup>th</sup> grade, shared her grandmother's monthly journey to the grocery store with her blind grandfather and how her and her sisters would have their grandfather jumping over imaginary puddles or holes. Then on the way back home, grandfather had given them a dime to spend on goodies so they would soon forget about the puddles and grandfather could safely walk home without having to jump.*

*Brandon – 4<sup>th</sup> grade, shared a story about his Pop's journeys while he served in the U.S. Navy back in 1946. His pop's showed him a photo of the ship that was his home for two years. He shared with us how it took his Pop's and his shipmates seventeen days to cross the Pacific Ocean to China where he would stay protecting our country for the duration of his service.*

*Nina – 4<sup>th</sup> grade, shared her grandmother's story of first learning how to drive out of necessity back in 1930. She was newly married and grew up riding a horse and buggy, to her surprise her new husband gave her a car for a wedding gift. When he told her to take the car for a drive, she didn't want him to know she couldn't drive so she backed it up and the last thing she remembers was seeing her new car all smashed up.*

*Ian- 5<sup>th</sup> grade, shared his story of a relationship between his grandpa and his horse Coupa. His horse was a retired racing horse that loved to run after cars going up and down their road. Coupa was fun to ride and has since passed on but is buried on his farm where he and his grandpa work raising his other farm animals.*

*Amanda – 5<sup>th</sup> grade, shared her Saturday morning breakfast with her family and her special grandparents. As they share in this festive meal of traditional foods, they talk about all the events that occurred in their lives for the past week. They speak in Spanish and Amanda is starting to understand what they say. They end their time together always with a kiss and a hug.*

*Raven – 5<sup>th</sup> grade, shared her special relationship with her grandmother and how she always makes sure to feed her a snack even if she just finished eating at school. They play games and watch Shirley Temple movies and enjoy talking and sharing time with each other.*

*Janet – 4<sup>th</sup> grade writes: “A mi abuelito le gusto jugar con los niños y niñas pero tambien le gustav los caballos. A mi abuelita le gusto consinar tacos y le gusta la ropa y ir al casino. Mis abuelitos viven en Santa Fe.*

*Jose – 4<sup>th</sup> grade, shared his story about both of his grandparents. His grandfather was a busy man named Israel who*

*(Continued on page 4)*

## **Your 2002-2003 Officer Candidates**

*By: Karen S. Kreutzer*

**H**ere's your introduction to the Northern New Mexico Chapter's 2002-2003 Officer Candidates. Ballots were mailed to all Chapter members on May 1, 2002. If for some reason, you have not received your ballot we may not have a correct mailing address for you, please contact the nomination committee at (505) 827-5720.

It is the right and duty of all Chapter members to participate in the vote for your Board of Directors. Please make every effort to vote by returning your completed ballot in the self addressed stamped envelope by no later than Tuesday, May 14, 2002.

Candidates were nominated for the positions of President, Vice President, Secretary and Treasurer in accordance with Article IV, Section A. of the Chapter Bylaws.

The Chapter Board also cordially invites all members to attend the Annual Chapter meeting at 11:30 a.m. on Thursday, May 16, 2002 at 1427-F Central Avenue, Protection Technology of Los Alamos. Los Alamos, New Mexico. Lunch will be provided, so please RSVP to Lucille Sisneros at (505) 827-5852.

### **President**

Sherry Guthrie, CRM

Sherry is currently a Records Manager with Protection Technology of Los Alamos. Sherry is an active Chapter member, currently holding the position of Chapter Vice President and has held the office of Chapter Treasurer in 1999-2000 and 1998-1999. Sherry has been an ARMA member since 1984 and is one of the Chapter's Charter members.

### **Vice President**

Karen Kreutzer

Karen is currently a Manager with the Records Management Division of the New Mexico State Land Office in Santa Fe. Karen is an active Chapter member, currently holding the position of Immediate Past President and has held the office of Chapter President in 1999-2000. Karen has been an ARMA member since 1997 and is one of the Chapter's Charter members.

Antoinette Mann

Antoinette is currently a Records Manager with Protection Technology of Los Alamos and has been for the past six years. Antoinette is studying to take the CRM exam and hopes to take the exam next year. Antoinette is a new Chapter member joining the Chapter in January 2002.

### **Secretary**

Leslie Monsalve-Jones

Leslie is currently a Librarian with the New Mexico State Library in Santa Fe. Leslie is an active Chapter member and is a member of the Seminar Committee and the Library/CRM Committee. Leslie has held the position of Chapter Secretary in 1998-1999. Leslie has been an ARMA member since 1984, and is one of the Chapter's Charter members.

Elizabeth Trujillo

Liz is currently the Director of the Records Management Division of the New Mexico State Land Office in Santa Fe. Liz is an active Chapter member and is currently a member of the Ristra Rewards Committee, Awards Committee, Seminar Committee and Nomination Committee. Liz has previously served a Chair of the Audit Committee in 1998-1999. Liz has been an ARMA member since 1997, and is one of the Chapter's Charter members.

*(Continued on page 9)*

from page 1) ***Message from the President***

ected and used within the organization. The presentation was later sent to all members for their own use.

Our Membership Drive kick-off started with a Chapter essay contest for individuals who wanted to earn a one-year free membership. They were required to write a short essay on one of five ARMA related topics. The Board will judge the essays submitted and the winners will be announced at the next membership meeting scheduled on May 16. Our goal is to continue to grow the talent base and create opportunity for all our members.

Our Spring Seminar was held on April 25<sup>th</sup> at the Glorieta Lifeway Facility. Our presenters and vendors all did a great job. The wisdom for Juanita Skillman, CRM, FAI, the humor from Todd Conklin, Ph.D, along with the vendor presentations, the good eats and the hard work by our members insured that our Spring Seminar was another success.

Finally, the Chapter gave back to our Southwest Region by donating \$2,500.00 to assist in the Leadership conference this upcoming July. When we first revived this Chapter three years ago, we were in need of funding and the region along with other sister chapters helped us out, now it is our turn to give back and support the needs of our Region. Thank you members for your generous contribution and dedication to leadership success.

In closing, our annual Board of Director's ballots will be mailed to every member within the next few days, take a few minutes and fill it out and return in the self-addressed, pre-stamped envelope. It is important that we get ALL MEMBERSHIP to vote. Any active member can run, and I know Karen has been calling active members. If any one has had a change of heart and wants to get involved and run for office, let her know so you can be added to the ballot. All terms are for one year, beginning July 1 through June 30<sup>th</sup>. The Chapter needs interested members willing to dedicate some time and effort to a great cause - our future. Speaking from experience, being a Board Member in a different capacity for the past three years, this says it all "*the experience and opportunity is invaluable*".

God Bless!

**(Continued from page 2) "Honoring a Special Person"**

*has since passed on. Grandpa always gave Jose money to buy candy for the both of them to share. He loves his grandmother's cooking and he hopes she lives forever. They share family stories as they wash dishes together and she tucks him into bed. What a special moment for Jose.*

*Savannah – 4<sup>th</sup> grade, shares with us how she loves to laugh with her grandparents. She and her grandfather go to his garage and carve stuff and she helps grandma cook. She sees her grandma every morning on her way to work and loves to spend time with them.*

These short excerpts are a small part of what was shared with us. We have since imaged these short stories and photos, which will become part of the Chapter's archived special projects.

If you are interested in participating by helping us with the pizza or ice cream parties, planned for the first two weeks in May, please contact me via e-mail at [bricci@imagicdzi.com](mailto:bricci@imagicdzi.com) or give me a call at 747-4177.

**Don't Miss Out!!!**

May 16, 2002

Cerro Grande Rehabilitation Project  
Presenter, Stephen Mee, Program Manager,

PTLA Training Center—Los Alamos

Lunch will be provided

RSVP to Lucille Sisneros at 827-5852

See you there!

## So Much We Can Learn—By Ana Martinez

This story was sent to me in an e-mail and I just had to share it with you. It really made me appreciate life and all the little things that are taken for granted. We as adults tend to get too busy in our lives and forget what is important...The children. I am just as guilty as the next person. Our children know and understand their history, their present and their future through the adults in their lives. Children appreciate life because they are not worried about the storms that life can bring upon us. We could learn a lot from children by remembering that we are not alone during the everyday storms in our lives. We could smile back at the trials and tribulations or “storms” that we face and know that we are not alone. I hope you enjoy this story as much as I did...

*-author unknown-*

A little girl walked to and from school daily. Though the weather that morning was questionable and clouds were forming, she made her daily trek to the elementary school. As the afternoon progressed, the winds whipped up, along with thunder and lighting. The mother of the little girl felt concerned that her daughter would be frightened as she walked home from school and she herself feared that the electrical storm might harm her child. Following the roar of thunder, lighting, like a flaming sword, would cut through the sky. Full of concern, the mother quickly got into her car and drove along the route to her child's school. As she did so, she saw her little girl walking along, but at each flash of lighting, the child would stop, look up and smile. Another and another were to follow quickly and with each, the little girl would look at the streak of light and smile. When the mother's car drew up beside the child she lowered the window and called to her, "What are you doing? Why do you keep stopping?" the child answered, "I am trying to look pretty. God keeps taking my picture."

May God bless you today as you face the storms that come your way. Take time today to spend a few minutes taking to your child, niece, or nephew. You will be amazed how fast your storms will fade away.

**"We will all take different paths in life,  
but no matter where we go,  
we take a little of each other  
Everywhere!!" --Tim McGraw**

## NNMC/ARMA Membership Meeting AGENDA May 16, 2002

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
  - a. April
7. Acceptance of Reports
  - a. Treasurer's Report (Sherry Guthrie)
  - b. Ristra Rewards (Karen Kreutzer)
  - c. Membership Report (Stacey and Jerrold)
8. Unfinished Business
  - a. Spring Seminar Results (Sherry Guthrie)
  - b. SIMM Project Results (Barb Ricci)
  - c. COTY Prep (Barb Ricci)
  - d. Community Days de Santa Fe (Barb Ricci)
  - e. SIMM Update (Barb Ricci and Karen Kreutzer)
  - f. Upcoming Board Positions (Karen Kreutzer)
  - g. Other
9. New Business
  - a. Installation of new Officers (Barb Ricci)
  - b. Other
10. Presentation: "Cerro Grande Rehabilitation Project" - Presenter, Stephen Mee, Program Manager, Los Alamos National Laboratory.  
(PTLA Training Center – Los Alamos)
11. Announcements



## Chapter Officers

**Barbara Ricci, Prsident**  
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**Sherrie Guthrie, Vice-President**  
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**Lucille Sisneros, Secretary**  
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Santa Fe, NM 87504-1148  
(505) 827-5852

**Barbara Taylor, Treasurer**  
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**Karen Kreutzer, Ex-Officio**  
NM State Land Office  
P.O. Box 1148  
Santa Fe, NM 87504-1148  
(505) 827-5720



Northern New Mexico  
Chapter-ARMA

## Mission Statement

**“To Advance and Promote  
Records and  
Information Management  
(RIM) by sharing professional  
knowledge and exchange  
experience and information.”**



Earn your Ristra Rewards!  
Attend the next Member-  
ship meeting.

## Funnies



**“And this is where  
we need to improve.”**



## CRM Corner—2002

-Sherry L. Guthrie, CRM-

As I sit here musing about what to

Include in this month's column,

I realize that some of our friends and co-members are taking the CRM exam as I write. They are brave. A testing situation can be daunting: Unfamiliar surroundings, a race against the clock, a lot depending on the outcome. Unless you have thoroughly studied beforehand, or have umpteen years of experience under your belt, you might be tempted to throw your hands up in despair & walk away.

But it doesn't have to be that intimidating. You have help available. There are people, books, seminars, workshops, training courses and many other resources available to help prepare you pass that exam with flying colors. And the earlier you start to prepare, the better prepared you will be.

We can even recreate the exam environment, if you wish, in which to practice. We'll set you up with a shorter version of the exam, in a closed room with a specified time limit & see how you do.

The next exam cycle will start on July 1, 2002. That is the cutoff date for submitting your application. We will help you with application to make sure you include everything that will be beneficial to you. Maybe your management at work will be willing to fund your efforts (\$40 to submit application, then \$40 for each of the first 5 multiple choice exams and finally, \$60 for the last essay exam: Total \$300.00). You will know by the end of August whether your combination of education and/or experience is enough to qualify you for taking the exam. At that point you can sign up for mentoring within the chapter & have all of September and October in which to study. The exam dates in this cycle are November 7 & 8.

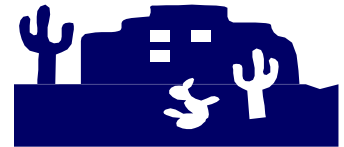
Don't let the examination process stand in the way of your becoming fully certified. It's not as hard as it looks. Remember, you pass with only 70%. Can you imagine the thrill of being able to put "CRM after your name? And what a boost to be able to add that fact to any resumes you submit for future positions.

Don't be afraid. Take the leap of faith in yourself.

Call me at 667-7884 if you want to  
Get started.

Sherry Guthrie, CRM  
505-667-7884  
sguthrie@lanl.gov

## Chapter Committees and Chairs



- ◆ **Budget Committee**
  - ◆ **Audit Committee**
  - ◆ **Membership Committee**
  - ◆ **Program/Education Committee**
  - ◆ **Awards/Rista Rewards Committee**
  - ◆ **Newsletter/Historian/Yearbook/COTY**
  - ◆ **Nominations Committee**
  - ◆ **Project ELF Committee**
  - ◆ **Library/CRM Liaison Committee**
  - ◆ **Seminar/Publicity Committee**
  - ◆
- Barbara Taylor  
Ernest Maestas  
Stacey McCall and  
Jerrold Ortega  
Liddie Martinez  
Teresa Garcia  
Ana Martinez and  
Barb Ricci  
Karen Kreutzer  
Dolores Salazar  
Sherry Guthrie and  
Leslie Monslave-Jones  
Sherry Guthrie and  
Theresa Connaughton

Anyone interested in helping in any of these committees please  
Contact the Chairperson listed.

**Did you know?**  
If you bring a guest  
to a membership  
meeting you earn 10  
ristra rewards?  
That's not all if this  
guest becomes a  
member you earn 50  
additional points

## May 2002 Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 <i>Ballots Due</i>	15	16 <i>Membership meeting—PTLA CoTY meeting</i>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





(Continued from page 3)

## **Your 2002-2003 Officer Candidates**

*By: Karen S. Kreutzer*

### **Treasurer**

**Ernest Maestas**

Ernest is currently the Quality Control Manager with IMAGIC Business Solutions in Espanola. Ernest is an active Chapter member, currently the Audit Committee Chair, a member of the Budget Committee and Membership Committee and has previously held the position of Audit Committee Chair in 1999-2000. Ernest has been an ARMA member since 1999.

**Lucille Sisneros**

Lucille is currently a Management Analyst with the Records Management Division of the New Mexico State Land Office in Santa Fe. Lucille is an active Chapter member, currently holding the position of Chapter Secretary and has previously held the position of Chapter Secretary in 1999-2000. Lucille has been an ARMA member since 1998.

### **A Call for Membership**

*By Karen S. Kreutzer, Immediate Past President*

As a member of the NNMC Chapter Board of Directors, I hope that you will join us in our efforts to expand the Chapter. After all, Membership is the lifeblood of the Association!

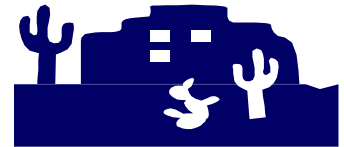
In today's business climate there is only one constant - change. Like all Associations, our Chapter has to continue to grow and be successful even in an environment of escalating challenges like mergers and consolidations, changing technology and competition for the time and energy of our membership. It is only through the questioning of members like you that nonmembers will immediately realize the value of membership. ARMA needs endorsement and all of its members to express the "culture of membership" by inviting and encouraging nonmembers to join.

You can help us keep this culture alive and nurture the Association. The role you play can accelerate the Chapter's growth in membership - new and renewed. Here is what you can do to make a difference. Please ask individuals that you conduct business with if they are ARMA, Northern New Mexico Chapter members. If they are not, encourage them to join. If you have information or ideas, inform the Chapter Board of Directors. We sincerely thank you for doing these things already. All that we ask now is that you make it a priority.

If you feel as strongly as we do about the value of ARMA membership, and we are sure that you do, please forward your membership referrals to the Membership Committee. If every ARMA member reading this letter refers five individuals, ARMA's Membership Department will have the opportunity to approach thousands of prospective new members.

Remember, continued membership growth is an important part to the success of the Association. Help us grow the Association to make a better Chapter for you!

## *Annual Spring Seminar a Huge Success*



**Secretary of State, Rebecca Vigil-Giron, attended Spring Seminar Lunch to Present Northern New Mexico Chapter of ARMA with the State of New Mexico Proclamation.**

**It was truly an honor!**



Attendees inhale information given by Juanity Skillman-CRM

**(Left) Juanita Skillman gave an outstanding presentation. Then capped the afternoon with the winning door prize winners.**

**(Right) Todd Conklin—boosted the crowd with his humor and song.**

**The day was full of educational information, vendor information, good food, laughter and lots of fun.**



**Great job to  
the Seminar  
Committee!!**



## **THE IMPORTANCE OF A RECORDS RETENTION SCHEDULE**

**By: Lucille Sisneros**

Records need to be accessible and convenient for some period after creation. Some records will lose their value in a short amount of time in which case you may never need or use it again, while others will contain information that is historical in value therefore it may never be destroyed.

Even today in the electronic paperless age, agencies and organizations are inundated with paper taking up valuable office space. On a daily basis, employees create and receive large amounts of records, generate computer printouts, etc. Some people want to keep everything "just in case" it is needed. Rarely do they make time to decide whether the records will be needed at all. Timely destruction of valueless records is a must to reducing the amount of space used for record storage, increase record management and to avoid legal liability. .

A Records Retention Program provides a "back door" to eliminate the paper accumulation and gives you the ability to handle and retrieve the information in a timelier, professional manner. A properly designed and implemented records retention program ensures compliance with relevant laws and affords protection to the organization during litigation, government investigation or audit and may have a major impact on the outcome.

Research studies show that:

- Most organizations are retaining up to 70 percent more records than necessary
- Over 85 percent of the records in the average organization will never be retrieved and used for any purpose
- Over 95 percent of the records in the average organization that are over three years old will never be retrieved and used for any purpose
- Approximately 50 percent of the space in technology used to maintain recorded information (filing cabinets, boxes of inactive records, hard drives on computers and servers, disk packs, microfilm, optical media, and others) is being used to maintain duplicate records and sometimes records of little value.

A records retention program provides the opportunity to correctly determine how long you need records for legal or other purposes, that records will be destroyed when they are no longer needed and that records that are needed do exist and it allows improved access and management of records that contain valuable information.

If your company or business does not have a Records Retention Schedules in place, make time to create one. A records-retention schedule is a document that lists the types of data and records series that exist within an organization and specifies for each type the length of time they must remain in active systems, in inactive systems and if and when they may be destroyed. "How long should a record be retained?" is a question that must be answered accurately and conclusively within any organization. In today's litigation intensive society, an organization's records and records retention problems can result in disaster. Furthermore, it is time consuming and expensive to respond to discovery requests!!

## **You Think A Gallon Of Gas Is Expensive?**

**By: Karen Kreutzer**

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Here are some comparisons of liquids that may put things in perspective.

Diet Snapple	16oz	\$1.29	\$10.32 per gallon
Lipton Ice Tea	16oz	\$1.19	\$9.52 per gallon
Gatorade	20oz	\$1.59	\$10.17 per gallon
Ocean Spray	16oz	\$1.25	\$10 .00 per gallon
Brake Fluid	12oz	\$3.15	\$33.60 per gallon
Vick's Nyquil	6oz	\$8.35	\$178.13 per gallon
Pepto Bismol	4oz	\$3.85	\$123.20 per gallon
Whiteout	7oz	\$1.39	\$25.42 per gallon
Scope	1.5oz	\$0.99	\$84.48 per gallon

Even water 9oz \$1.49 \$21.19 per gallon

**\$21.19 FOR WATER! .... and buyers don't even know the source.**

**So, the next time you're at the pump, be glad your car doesn't run on Nyquil, Scope, Whiteout or WATER.**

**March 28, 2002**  
**ARMA Northern New Mexico Chapter's**  
**Tour of the New Mexico State Library (NMSL)**  
By: Joseph V. Valdez, II

This article is for all of you folks that really missed a great program in March. Due to some time constraints, we were not able to accomplish all of the things that Leslie Monsalve-Jones would have liked for those in attendance to have done, such as locating State and Federal government information on the NMSL database. But I guess that will only mean that anyone who didn't get a chance to attend the Chapter's March program will be afforded with an opportunity to attend another Chapter program at the NMSL, so that the exploration of the power of information may be fully realized at one of our state's best resources, which, given that, will hopefully be sometime in the near future.

The NMSL, which is a division of the Office of Cultural Affairs (OCA), shares the facility space with another state agency, the New Mexico State Records Center & Archives (SRCA), which is also known as the New Mexico Commission of Public Records. As a result of this situation, many of the different operations that both of these agencies are engaged within compliment one another.

The tour began at approximately 12:30 p.m. and lasted until approximately 1:30 p.m. Robert Upton, the NMSL Public Information Officer, was the one who was kind enough to provide our group with the tour of the NMSL. Mr. Upton is also involved with the weekly publication of the NMSL Newsletter, the *Hitchhiker*, for librarians within New Mexico. In the past he has also provided the tour we received to other groups who visit the NMSL.

Mr. Upton began the tour where the main portion of the NMSL exists. He explained that the unique configuration of the terrain where the facility was constructed resulted in the existence of two ground levels. The lower level where the New Mexico SRCA Archives Repository exists, where New Mexico's historical documents are maintained, as well as other sections of the NMSL, and the upper ground level, where the main portion of the NMSL and the State Records Center maintain their collection of books and government documents. This unique existence has caused a slight tension to areas of the facility on what is fully accessible, to what is partially accessible, and what is not accessible at all: given the confidential nature on some of the government documents, plus the need for the security and/or preservation of government documents that the SRCA maintains both in the Archives and in the State Record Center of the facility.

Mr. Upton explained that the Reference Library portion of the NMSL is the largest part of the NMSL, and indicated that libraries throughout New Mexico use the Reference Library. Mr. Upton also pointed out an area within the Reference Library that has been designated as the grant writing area of the NMSL. Mr. Upton went on to state that the NMSL wears two service hats, the first is for information supporting the need of state government agencies, and the second is to support plus provide background development to other libraries within New Mexico.

Mr. Upton indicated that while the NMSL was in a great building, that there was one problem with the open concept which graces much of the NMSL Reference Library area, and that problems existed in the projection of sound that allows others to be heard in other areas of the library. As a result of that the NMSL is currently engaged within a project that will reduce the acoustic projection of sound.

On our way to the Technical Services area of the NMSL, Ms. Monsalve-Jones indicated that a number of books on the Records Management Profession existed in the 658 section of the Reference Library. Additionally, near the 658 portion of the Reference Library, and near the Technical Services portion of the NMSL, Mr. Upton pointed out the NMSL's Electronic Classroom, where groups have provided and have been provided with live electronic training.

Upon our arrival to the Technical Services area of the NMSL Mr. Upton indicated that staff with offices in this portion of the library coordinate Bookmobile operations that are conducted here in New Mexico. Mr. Upton then took the group to the back portion of the SRCA and NMSL staff area, where the Information Systems staffs from both of the agencies have offices. Mr. Upton also pointed out the special architecture of the facility on this side of the building that allows for the illumination of both ground floors with a generous amount of natural lighting.

The tour then proceeded to the other end of the hall where Mr. Upton indicated both the Records Management Division, and the Administrative Law Division of the SRCA have staff working within this vicinity of the facility. Mr. Upton then led the group to the glass hallway that connects the State Records Center, Microphotography and Electronic Vault areas of the facility to the other portion of the facility that the group had toured. Here, Mr. Upton indicated that this facility, which resulted from the remodeling of the old New Mexico National Guard Building that use to house the tanks, was a good use of an old facility, since a strong facility

*(Continued on page 13)*

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structure is needed to house many books and records. He also indicated that this was as far as the NMSL staff had access to, as special magnetic card keys were needed to precede any further.

Here, Mr. Upton stated that beyond that point the SRCA staff indexes and stores records, and works with the Archives staff on record related issues. Having worked with the records management of government documents a good portion of my life; I greatly appreciated Mr. Upton's next remark when he stated "History is made through the sophisticated recycling of records."

The tour then proceeded to the bottom ground level of the facility. Mr. Upton took the group to the staff area of the hallway area behind the NMSL Southwest Library and the SRCA Archives, which Mr. Upton pointed out to the group. Mr. Upton indicated to the group that the New Mexico Archives Vault was approximately the size of two basketball courts. Mr. Upton also informed the group that the Archives' Vault possessed claimant controls to regulate the humidity and temperature, plus it possesses equipment that filters out dust and gas for the preservation of New Mexico's Historical Collections, which are comprised of paper dating back to the oldest document contiguously existing within the United States, to the Spanish Crown of 1621, photographs, glass photographic negatives from the 1800s, and even an 1880 film that Edison did on the Isleta Pueblo. Additionally, it was from this point that the group was able to see that the ground level also received a great amount of natural lighting from above, and that much of this natural light was generously dispersed throughout a large portion of the bottom floor of the facility.

From there, the group went past the NMSL Mail and Supplies Room to the Rural Bookmobile Room, where a great number of paperback books are located. Mr. Upton stated that there are four locations in New Mexico that the Bookmobile stops once a month: in Tucumcari for Eastern New Mexico, Cimarron for Northeastern New Mexico, Fort Bayard for Southwestern New Mexico, and Belen for Western New Mexico. Mr. Upton also shared a story with the group about people who gather at the appointed places and times to take advantage of this service. He indicated that some people come with wheel-barrels filled with books and knew of one lady who coordinates operations with the NMSL Bookmobile Program for four households. Mr. Upton stated that the program works with paperback books so that the NMSL does not lose out on too much money from the wear and tear, damage, or loss of books. He also informed the group that these paperback books are used in the NMSL Books by Mail Program, and briefly outlined how that program worked. Additionally, Mr. Upton informed the group that people in populated areas of the state that have libraries but are bedridden are also eligible for the services offered by the NMSL Books by Mail Program.

The group was then taken to the Talking Books area of the NMSL. Mr. Upton showed the group the mail cartridges that books are recorded onto cassette tapes and are sent to eligible patrons who request these materials. He informed the group that this program was the largest user of the U.S. Mail System in the Santa Fe area. He also explained to the group that this program was supported by the trinary efforts of the Library of Congress that produces the talking books, the U.S. Post Office that conducts free postal services for the program, and each of the fifty states that coordinate the necessary operations for the citizens of their state. Mr. Upton showed the group the special equipment that the NMSL uses to manage the program. This equipment is based upon a barcode system to locate requests and track the location of the returns on these books, for which five to thirty copies exist on the books that the Library of Congress has reproduced in this format. Mr. Upton also informed the group that librarians throughout the nation have come to look at this system for the purposes of replicating these operations.

From here the group was led to the staff office area NMSL Talking Book Library. Mr. Upton indicated that this portion of the NMSL also had brail books, and showed the group some computer devices that could produce braille books.

Mr. Upton then took the group to the SRCA Archives portion of the facility, and informed them that part of the New Mexico Art in the Public Places Law had been adhered to through the purchase of Contemporary Spanish Colonial Furniture that exists within the Archives area of operations that has been designated for research area for the general public. Mr. Upton noted that this facility had also incorporated a number of artworks into the structural composition throughout this facility.

Mr. Upton also indicated that the Archives Microfilm Area which exists between the main area designated for the general public to conduct research with the SRCA Archives and the NMSL Southwest Library, was a unique situation that complemented the operations of both agencies, since it affords the general public and scholars engaged within the research of Southwestern or New Mexico History with the ability to access library and primary document information from the same vicinity. Finally, Mr. Upton indicated that the NMSL Southwest Library staff was putting together newspaper articles on 700 different topics, and Ms. Monsalve-Jones indicated that this was an outstanding project that proved to be a timesaver when it came to reducing the amount of research one needs to conduct on any of the topics this work focuses upon. Additionally, she indicated she had even used one of the topics covered within this work for one of her college course work papers.



## Job Postings/Announcements

LANL-Technical Information Specialist 2, Job # 201659 <http://www.hr.lanl.gov/FindJob/>

LANL- Technical Information Specialist 2, Job # 201796  
<http://www.hr.lanl.gov/FindJob/>

LANL—Records Assistant, Job # 201614  
<http://www.hr.lanl.gov/FindJob/>

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### Congratulations Winners!!!

The following individuals have won a (1) year NNMARMA membership and International membership as part of our first annual membership drive. Thanks to all participants who took time to write an essay and submit. The following individuals we our winners.

Joseph V.Valdez, II - Titled: "How to Improve the Industry of Records Management"

Eli Follick - Titled: "Making Me Better and Helping You to be Better"

Tara Waldrop - Titled: "ARMA Pioneers"

Monica A. Fresquez - Titled: "The Benefits of Volunteer Work"

Gerard Garcia - Titled: "Volunteerism"

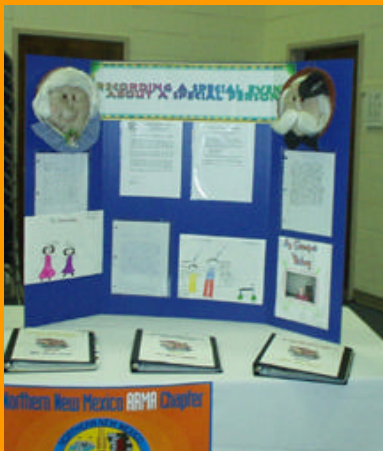
All essays will be featured in a future Newsletter, for our memberships viewing.

Congratulations to all the winners, membership will be submitted by May 15th to International Headquarters.

We "Welcome" those returning members as well as our newcomers.

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CoTY submission deadlines are quickly creaping upon us. Please make sure to mail your submission to Barb Ricki bricci@imagicdzi.com ASAP!!



Children at different schools in Northern New Mexico learn the importance of keeping a history of their family. Students submitted an essay with a picture of a person that they admire most.

Awesome submissions!!! Children will be awarded with a Pizza party and of course the award of interviewing that special person.

Essays will be kept in the Chapter library if you are interesting in viewing them.